


Maryland Judiciary Job Description

	Official Title	Office Clerk
	Job Code	1004
	Business Title	Office Assistant
	FLSA Status	Non-Exempt

POSITION SUMMARY

This position sorts, organizes, and files court-related documents. Performs data entry, assists other employees in locating files, responds to public inquiries for information, sorts and distributes mail, and processes public requests for forms, transcripts, and records.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Batches citations and ensures all necessary documents are complete and accurate in accordance with established court / office procedures
- Responds to questions from the public via telephone or in person concerning court procedures, court dates and locations, fines, payments, etc.
- Researches records and determines the cause of errors in citations, fine amounts, court dates, etc. and processes corrections
- Files documents and case files; microfilms / scans records; copies case files for citizens and attorneys; and transfers, archives, retrieves, strips and destroys files
- Receives, enters and accounts for monies received
- Opens, sorts and delivers mail within and between court facilities / courts and operates a postage meter
- Sorts and files various documents and materials according to an established file classification system
- Duplicates and prepares certified and true test copies of original courtroom recordings for court personnel, attorneys and the general public
- Prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures
- Enters new cases and updates existing case information into the court's data systems
- Performs related work as required

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MINIMUM QUALIFICATIONS

Education and Experience

- A high school diploma (or GED equivalent)
- One (1) year of work experience
- Preferred: Previous experience in an office or court environment

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Legal terminology and court procedures helpful
- Basic English and Arithmetic
- Alpha and numerical filing systems
- Court paperwork and products
- Office equipment, including computers, telephones, copiers, scanner, fax machines, etc.
- Manual filing systems
- Postal equipment to process outgoing mail
- Court complaint filing system

Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Attention to detail
- Organization
- Computers and applicable software
- Customer service

Ability to:

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Sort, process, verify, proofread and file miscellaneous reports and documents
- Operate various types of office and recording equipment and perform routine functions on a personal computer or terminal
- Communicate effectively with the public and Court personnel and provide information in a polite and efficient manner both in person and on the telephone
- Maintain and use detailed filing systems.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally *sedentary*. Employees sit most of the time, but may walk or stand for brief periods of time.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	July 2015
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